



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 7 3 18	<u>Interviewer:</u> SGS	RFA #18-60
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED] for [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED] is a student [REDACTED] employee		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☒

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
7/3/18	[REDACTED] t/c to SGS	[REDACTED] called SGS to discuss an issue brought to his attention by a student (though not enrolled for summer quarter) who works as a [REDACTED] in the [REDACTED] Department. [REDACTED] told [REDACTED] that she had filed a police report about the conduct of another student [REDACTED], (though not enrolled for summer quarter) who also worked as a [REDACTED] in the [REDACTED] department. [REDACTED] told SGS that [REDACTED] had contacted DVSAS and was working with an advocate.
7/5/18	[REDACTED] met with SGS and CM	[REDACTED] came to the EO office to meet with SGS and CM. [REDACTED] showed SGS and CM a copy of the police report she had filed with BPD. After reviewing the report and speaking with [REDACTED], SGS and CM concluded that the conduct by [REDACTED], did not fall under any of the protected characteristics handled by the EO office, the more appropriate office to contact would be the Office of Student Life. SGS and CM contacted Jessica Stillwell in the Office of Student life to see if she had time to meet with [REDACTED] that morning. Jessica indicated she did. [REDACTED] was informed where Jessica's office was, and said she would go there immediately after leaving the EO office. No additional EO action taken. Issue handled by Office of Student Life (CM confirmed via Symplicity)